

## **CAMP FIRE SAMISH**

1321 King Street #3

Bellingham, WA 98229

Phone: (360) 733-5710 Fax: (360) 733-5711

[cfo@campfiresamish.org](mailto:cfo@campfiresamish.org)

**Position Title:** Finance Intern

**Date/Time:** 10 weeks. 10 hours per week. FLEXIBLE schedule.

**Compensation:** For college credit (will complete all required paperwork).

While acquiring valuable skills and executing the essential functions of this position, the student will work hand in hand with the CFO and CEO. The successful candidate will emerge with critical knowledge and hands on experience in a youth serving, non-profit agency.

### **Essential Functions:**

- Basic financial responsibilities include collecting and receipting payments and donations, reconciling petty cash, and preparing deposits.
- Recording donations in Salesforce.
- Filing Accounts Payable.
- File, sort, and organize paperwork, forms, and publications. Assist in keeping all office forms and publications up to date and in supply.
- Assist with files as related to the board of directors, camp usage, club programming, day and resident camp, and personnel as needed.
- General office duties including, but not limited to answering phones, taking messages, assisting walk in visitors, keeping space clean and organized, processing mail, and initiating correspondence as needed.
- Provide administrative support to all fundraising appeals and events.

### **Qualifications:**

- Strict confidentiality concerning all members and personnel as required per law.
- Highly organized and detail oriented.
- Excellent written and verbal communication skills.
- Strong interpersonal skills to ensure effective interactions and communication.
- Familiar with Microsoft Word and Excel.
- Demonstrated ability to multi-task, work independently, take initiative and maintain confidentiality.
- Typing skills.
- Desire to improve.
- Satisfactory results from criminal background search.
- Knowledge of Camp Fire highly desired.
- Preference given to Finance, Business, Communications, Economics, Multidisciplinary Studies, and Public Relations majors.

**AN EQUAL OPPORTUNITY EMPLOYER**